

TOWN OF MILAN

SITE PLAN & (REGULAR) SPECIAL PERMIT CHECKLIST

THE FOLLOWING ITEMS MUST BE PRESENTED TO THE ZONING ADMINISTRATOR ON THE SUBMISSION DATE:

- _____ Applications: Site plan Application & Special Use Permit Application (If applicable)
Must state if the applicant is the owner or contract vendee
- _____ Signatures: Must be original signatures
- _____ Letter of Consent: If contract vendee, a letter of consent from the owner is required
- _____ EAF: Short Form
Long Form
- _____ Application Fee: Application fee may be paid in cash, or if paying by check, it must be a certified check, bank check, or money order written out to the Town of Milan (Separate checks are required for application fees and escrow)
- _____ Escrow: Escrow may be paid in cash, or if paying by check, it must be a certified check, bank check, or money order written out to the Town of Milan (Separate checks are required for application fees and escrow)
- 16 Plans: Number of Plans to be determined by the Zoning Administrator / Secretary

If any item on this list is not applicable to the site plan, please make a written notification on the site plan to that effect:

- _____ The name and address of the owner of record of the property.
- _____ The name, address and professional seal of the individual preparing the site plan.
- _____ The names of all owners of record of adjacent properties.
- _____ The accurate location of the boundaries of the applicant's property, any existing lot lines, streets, and easements of other reservations located within it.

(Revised January, 1999)

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- _____ The location of all existing buildings, structures, and other man-made features of the site, as well as those on adjacent properties within one hundred (100) feet of the property boundary including existing utility lines.
- _____ The proposed location, use, design of all buildings and structures.
- _____ A tabular analysis of the proposed use of all floor space clearly indicating the proposed type of use by building, floor level, and the proposed division of buildings into units of separate occupancy.
- _____ The location and design of all driveways, parking, and loading areas including improvements to adjoining streets designed to facilitate the face and convenient flow Of traffic to and from the site.
- _____ The location and design of the proposed water supply, sewage disposal, storm water drainage systems, including the relationship of these related off site facilities, services and systems along with an analysis of the impact of the proposed site's development upon them.
- _____ The location and design of all other proposed improvements including signs, exterior lighting) recreational facilities, fences, walls, refuse enclosures, buffer screening, and landscaping.
- _____ The proposed nature and location of any uses which will not be located within buildings or structures including outdoor storage and display areas, if any.
- _____ Existing and proposed contours with vertical intervals of not more than two (2) feet unless waived by the Planning Board, extending at least fifty (50) feet beyond the site boundaries and referenced to USGS or other proved bench mark.
- _____ The nature and location of all other existing site features, including water bodies, water courses, wooded areas, rock outcrops, and single trees with a diameter at breast height (dbh) of twelve (12) or more inches. The plan shall clearly indicate which site features are to be retained and which will be removed.
- _____ Appropriate plans for the protection of the site's environment during the course of construction, including erosion control, protection of existing vegetation, noise control, limits of hours of operation, access route for construction vehicles and other similar measures as may be appropriate in each individual case.
- _____ Any other pertinent information as may be determined necessary or appropriate by the Planning Board or the Zoning Administrator to provide for the proper enforcement of this Ordinance.

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In addition, the following items of information shall also accompany any site development plan application:

The proposed wording Of any covenants, deed restriction or association agreement which are intended to apply to all or any part of the subject property.

Plans and elevations of all proposed buildings, Structures, and accessory structures, including proposed signs.

Where the applicant Proposed to develop tile project in stages, a staging plan shall be submitted for approval along with tile ultimate development plan for the entire parcel.

_____ Application shall consist of (number of plans to be determined by the Zoning Administrator) copies of the applicants proposed site development plan, drawn at as large a scale as is convenient practical and reasonably possible showing the proceeding items of information.

_____ Also including oil the plan (or a separate sheet) an area map, at a scale convenient for Planning Board use, showing file applicant's entire property as well as all adjacent Properties, existing and proposed roads, railroads, streams, right-of-way, and easements in all directions from the subject parcel, all community facility and utility trunk lines in the neighboring area, and all existing school, zoning and special district boundaries within five-hundred (500) feet of the applicants property.

_____ Application fee of \$500, plus \$150 per 1000 square feet of gross floor area of the building; Plus \$ 1 0.00 per parking space..

_____ EAF Long or Short